



# FLORIDA ATLANTIC UNIVERSITY

P.O. BOX 3091  
BOCA RATON, FLORIDA 33431-0991

OFFICE OF THE PRESIDENT  
(407) 367-3450

December 16, 1991

General Counsel

## POLICY MEMORANDUM # 81

**SUBJECT: Auxiliary and Charge Back Fee Committee**

### I. PURPOSE

The purpose of this policy memorandum is to establish and communicate a uniform institutional policy regarding establishment of an auxiliary, the charging of fees for auxiliary services and establishing auxiliary overhead rates.

### II. POLICY

The Auxiliary and Charge Back Fee Committee is established to review and recommend to the President for approval each year fees for auxiliary services and the establishment of an Administrative Overhead rate for auxiliaries.

Role and Scope: The committee will be a University-wide committee. It will consider and recommend the charge back policies, review of charge back systems and internally approve new auxiliaries fees and general oversight of the University's charge back system. No charge backs or internally approved auxiliaries will be established or fees charged unless recommended by this Committee and approved by the President. The Chair will report for the Committee through the Vice President for Administration & Finance to the President's Executive Committee.

Membership: The Committee shall consist of one representative from each executive area and will include: Academic Affairs, University Relations, Development and Alumni Affairs, Student Services, Administration & Finance, a Broward representative, the Student Body and a representative from the University Senate. The Administration & Finance representative will be the Chair of the Committee. The Director of Business Services shall be an ex-officio member of the committee and will vote only in the case of a tie.

The committee shall meet at least four times per year. At each Fall meeting, rates shall be established to take effect in the next fiscal year beginning July 1. The Charge Back Committee shall review and recommend the service for each existing and new auxiliary for use in the upcoming budget process.

**MEMORANDUM**


**Auxiliary Charge Back Fee Committee**

**Page Two**

The committee will recommend to the President acceptance of the placement of Auxiliaries by type including overhead rates for the next fiscal year. At least every two years, a review of the full cost study shall be done to determine if the rates being proposed are in line with acceptable standards and support the services provided to auxiliaries.

The Auxiliaries listed below are classified by type and approved by the President's Executive Committee in October of 1989. Types and definitions are as follows:

1. **Charge Back Department**  
More than 50% support from state provided funds  
Charge other university departments for some direct costs of goods and services  
Administrative Overhead Charge
  
2. **Quasi-Auxiliary**  
  
Less than 50% support from state provided funds  
Charge other university departments for the direct and indirect costs of goods and services  
Reduced administrative overhead charge
  
3. **True Auxiliary**  
  
No support from state provided funds  
Charge university departments and others for the direct and indirect costs of goods and services

  
Anthony James Catanese  
President and Professor



**DISTRIBUTION: Vice Presidents, Deans, Directors, Chairs**